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OEL 996-65
26 July 1965

MEMORANDUM FOR : Chief, Ground Systems Division
Chief, Air Systems Division
Chief, Signal Measurements Staff
Chief, Space Division

[REDACTED]

25X1A

SUBJECT : Automatic Contract Data

1. In order to make the contract assistance provided by OEL Staff most effective, it is necessary to provide them with appropriate information. Key items, of course, include when deliverable material and/or reports are due from contractors as well as financial information.

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2. I have asked [REDACTED] not to proceed with future contracts unless specific dates are set for items due. Generally, progress reports should be submitted on a monthly basis. If it is particularly desired, you may wish to request that the contracts also include a phrase which says, "In addition to the regular monthly reports, special reports not to exceed _____ (number) may be requested at the discretion of the Project Officer."

3. If this causes any inconvenience, please let me know.

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[REDACTED]

DAD/S&D/OEL

Distribution:

- 1 - Each Addressee
- 1 - C/PB
- 1 - Chrono
- 1 - OEL Reg

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[REDACTED] /kaa

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